

# California Department of Veterans Affairs

*Serving Veterans Since 1946*



**Classification:** **Office Technician - Typing (\$2510 - \$3050)**  
Permanent, Full-Time

**Location:** Restorative Care Services  
Veterans Home of California, Chula Vista  
Chula Vista, CA

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:** *Under supervision from the Chief, Restorative Care Services:*

- Accurately type at no less than 40 wpm, a variety of office correspondence and policies and procedures utilizing a computer keyboard.
- Screens therapy referrals, verifies residents' insurance coverage and coordinates and follows up on timely response of therapists to physician's orders and nursing request.
- Answer telephones using proper etiquette, retrieve voicemail messages, make and return phone calls. Distribute mail. Utilize office equipment such as copy machines, and fax machines.
- Generate office supply requisitions and department supply/equipment purchase requisitions. Assist with department purchase requisition requests. Maintain inventory and storage of supplies.
- Compile databases, track work schedules, and maintain records of services and hours rendered.
- Coordinate departmental functions with community resource managers and facility departmental managers through personal networking. Schedule therapy appointments with the contract service providers and communicate with appropriate facility staff.

**Desirable Qualifications:**

- Knowledge of modern office methods, supplies and equipment, including Microsoft computer programs.
- Ability to read and write English at a level required for successful job performance.
- Ability to perform difficult clerical work independently.
- Ability to utilize a wide knowledge of vocabulary, grammar and spelling.
- Communicate effectively, follow oral and written directions.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Chula Vista  
700 East Naples Court  
Chula Vista, CA 91911  
**Attn: Lou Dumas**

**Inquiries:**

Voice: (619) 482-6026  
TDD: (916) 653-1966

**Final Filing Date: January 13, 2006**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

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